

~~CIA INTERNAL USE ONLY~~

10 July 1962

MEMORANDUM FOR: Chief, Printing Services Division, OL

ATTENTION : Mr.

SUBJECT : Document Receipt Forms

1. Relocation Bulletin #33 specifies that the names of Agency components below the office level and addresses other than 2430 E Street are not permissible for outside communications.

2. Document Receipts for which this Division is responsible should be marked OCR/DD (not Document Division) as the sender on either side of the form and no address other than 2430 E. Street should be used.

Chief, Document Division, OCR

Distribution:

Orig. & 1 - Addressee
1 - DD/Chrono

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